



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WÜRTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Standard Operating Procedure (SOP) #25A, Financial Liability Investigation of Property Loss (FLIPL)

1. References:

- a. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
 - b. USAG Baden-Wuerttemberg, Directorate of Logistics External SOP for Conducting Financial Liability Investigations of Property Loss.
2. This policy provides guidance that will standardize FLIPL submissions to the USAG Baden-Wuerttemberg Appointing and Approving Authorities.
3. FLIPLs submitted to the Appointing Authority, at a minimum will include:
- a. A completed DA Form 3975, Military Police Report, and Standard Form 91, Motor Vehicle Accident Report, for all FLIPLs initiated for loss, damage or destruction involving a government vehicle.
 - b. Signed statements from the individual(s) being investigated, and any witnesses named in the FLIPL, indicating the circumstances of loss, damage or destruction to a government vehicle or government property.
 - c. Corroborating statements or supporting documentation, if loss, damage or destruction to government vehicle or government property is due to a third party or cause is unknown.
 - d. English translations must be provided for all exhibits submitted in a language other than English. Additionally, all translations must be made by a certified translator.
4. FLIPLs submitted to the Approving Authority, at a minimum, will include all documentation required for submission to the Appointing Authority. A brief rationale of the recommendation made by the Appointing Authority must be included in block 13b of the DD 200, or on a continuation sheet.

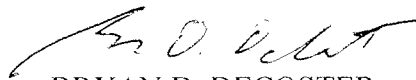
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5. The description of the events leading to the LDD of Government property must be detailed enough to enable the Appointing Authority to make a determination of whether relief from, or assessment of financial liability should be sought without appointment of a Financial Liability Officer. If there is insufficient information to make that decision, a Financial Liability Officer (FLO) must be assigned to investigate the circumstances and provide all findings in writing. FLIPLs submitted to the Approving Authority that do not include all required documentation or FLO findings will not be reviewed and will be returned to the Appointing Authority without a final decision.

6. FLIPLs must be reviewed and considered on a case-by-case basis. In all cases, every attempt should be made to resolve all liability issues in the best interest of the government. While it is understood that accidents will happen and that some circumstances cannot be foreseen, it is up to Army leaders to ensure that all Soldiers, civilians and contractors are good stewards of government property.

7. The point of contact for this memorandum is the USAG Baden-Wuerttemberg Directorate of Logistics, DSN 373-5252.



BRYAN D. DECOSTER
COL, MI
Commanding

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